

A Guide to Women- and Minority-Owned Business Funding Opportunities

How to Navigate the Funding Process

U.S. Senator Kirsten Gillibrand
New York



2020

**Note: This document will be updated as information becomes available.*

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Introduction

Dear Fellow New Yorker,

America's economic recovery will, in part, rest on our ability to unlock the economic potential of women and minority entrepreneurs. If we can promote the talent of women and minority business leaders and foster the success of a new generation of entrepreneurs, then America's economy will be stronger than ever. Today, there are nearly 20 million women and minority-owned businesses in the United States. During these difficult economic times, the costs of doing business can sometimes become a tremendous burden for our entrepreneurs and small business owners, particularly for women and minority owners who continue to face unfair disadvantages. To help with these costs, agencies throughout the Federal and New York State Governments are utilizing programs to offer loans, grants, tax incentives and other types of assistance to startup, growing, and established women and minority-owned businesses to allow for success and expansion of their enterprises.

Finding the resources that meet your needs in the complex web of agencies can be a difficult task. For this reason, I have created this guidebook to serve as a starting point in providing information from relevant federal and state agencies about what resources are available to individuals and businesses. The information in this guidebook details federal contracting opportunities, business development programs, as well as mentorships to help grow these businesses. Its contents are by no means comprehensive, and as new programs and opportunities emerge, its contents will be updated to provide New Yorkers with the most up-to-date information possible.

My Senate website (www.gillibrand.senate.gov) is continually updated with critical information about various funding opportunities that are available to you, how to access them, and where to apply. You can also request hard copies of this guidebook, and other thematic funding guidebooks, by filling out the guidebook order form at the end of this guidebook and mailing it back to my New York City office or by emailing an electronic copy to grants@gillibrand.senate.gov. Furthermore, if you need assistance from a federal agency or with an immigration case, please refer to the casework form at the end of the guidebook or visit <http://gillibrand.senate.gov/services/casework/form/>.

As you move forward with any grant opportunities please contact Caitlin Rooney, my Director of Economic Development, for letters of support, when applicable. You can reach her in my Washington, D.C. Office at grants@gillibrand.senate.gov, or (202) 224-4451.

Sincerely,



Kirsten Gillibrand
United States Senator

Federal Section I

Small Business Administration

The U.S. Small Business Administration (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. The SBA helps Americans start, build and grow businesses. Through an extensive network of field offices and partnerships with public and private organizations, SBA delivers its services to people throughout the United States, Puerto Rico, the U.S. Virgin Islands and Guam.

1) Women-Owned Small Business Federal Contract Program

- To help provide a level playing field for women business owners, the government limits competition for certain contracts to businesses that participate in the women's contracting program.
- These contracts are for industries where women-owned small businesses (WOSB) are underrepresented. Some contracts are restricted further to economically disadvantaged women-owned small businesses (EDWOSB).
- Joining the women's contracting program makes your business eligible to compete for federal contracts set aside for the program. You can still compete for contract awards under other socio-economic programs you qualify for.

Eligibility:

- To be eligible for the women's contracting program, your business must:
 - Be at least 51% owned and controlled by women who are U.S. citizens
 - Have women manage day-to-day operations and also make long-term decisions

Contact Information:

Office Government Contracting - Women-Owned Small Business program
409 Third St. SW eighth floor
Washington, DC 20416
wosb@sba.gov

- For more information, please visit: <https://www.sba.gov/contracting/government-contracting-programs/women-owned-small-businesses>

Federal Section II

National Aeronautics and Space Administration (NASA)

The vision of the Office of Small Business Programs at NASA Headquarters is to promote and integrate all small businesses into the competitive base of contractors that pioneer the future of space exploration, scientific discovery and aeronautics research.

NASA has committed itself to provide small businesses maximum practicable opportunities to participate in NASA prime contracts and subcontracts. Moreover, NASA will work to develop small businesses in high tech areas that include technology transfer and the commercialization of technology.

1) Office of Small Business Programs, Mentor-Protégé Program

- NASA is committed to providing small businesses with opportunities to participate in both NASA prime contracts and subcontracts. The NASA Office of Small Business Programs is here to facilitate open and effective communication between our Centers and small businesses worldwide to make that commitment a reality.

Eligibility:

- To be an eligible protégé the business must be a:
 - Small Disadvantaged Business (SDB)
 - Woman-Owned Small Business (WOSB)
 - Historically Black College or University (HBCU)
 - Minority Institution (MI)
 - Veteran-Owned Small Business (VOSB)
 - Service-Disabled Veteran-Owned Small Business (SDVOSB)
 - Historically Underutilized Business Zone (HUBZone)
 - NASA Small Business Innovation Research (SBIR) Phase II Company.

Contact Information:

- NASA Headquarters
Attn: Mentor-Protégé Program Manager
Phone: (202) 358-2088
Fax: (202) 358 3261 smallbusiness@nasa.gov
Email: smallbusiness@nasa.gov
- For more information, please visit <https://osbp.nasa.gov/mentor.html>.

State Section I

Empire State Development

Empire State Development (ESD) is committed to the economic prosperity of New York. Examples of ESD programs include supporting new companies operate old manufacturing facilities, investing in nanotech research and development or revitalizing older city centers to support livable communities. ESD works to ensure that New York State's investments create one of the most efficient, productive and competitive economic development climates in the country. As demonstrated below, ESD provides women and minority-owned businesses with the necessary support to be successful in their fields.

1) Minority and Women-Owned Business Enterprises (MWBE) Development & Lending Program

- The Minority and Women-Owned Business Enterprises (MWBE) Development and Lending Program provides financial assistance in the State, as well as to projects and programs that assist the development of entrepreneurship among minority groups and women in New York State.

The program provides financial assistance through:

- Lending in conjunction with local, community and regionally-based entities
- Lending for certified government contractors and eligible government contractors
- Direct financial assistance
- Incubator assistance
- Technical assistance

Eligibility:

- Eligible recipients include:
 - Certified minority and or women-owned business enterprises
 - Banking organizations
 - Technical assistance providers
 - Incubator sponsors
 - Municipalities
 - Authorities
 - Agencies
 - Administering corporations
- Ineligible recipients include:
 - Educational institutions
 - Hospitals
 - Residential health care facilities
- Eligible uses include:
 - Linked deposits, minority and women revolving loan trust fund
 - Contractor development assistance
 - Business development loans, franchise loans

- Loan guarantees
- Incubator assistance
- Ineligible uses include:
 - Refinancing, retiring or liquidating existing debt or equity
 - Residential construction projects, except for government-sponsored projects
 - Payment of tax or employee benefit arrearages
 - Projects for newspapers, broadcasting, news media, medical facilities, libraries, community centers or public infrastructure

Contact Information:

- Empire State Development
633 Third Avenue
New York City, New York 10017
Phone: (212) 803-3100
- For regional contact information, visit: <http://www.esd.ny.gov/RegionalOverviews.html>
- For more program information, visit:
<https://esd.ny.gov/businessprograms/mwbedevelopmentlending.html>



State Section II

New York State Agencies Mentor Protégé Programs

The New York State Mentor Protégé Program (MPP) aims to expand the capacity, technical knowledge, and participation of MWBEs in state contracting opportunities. The MPP is administered by the Division of Minority and Women's Business Development (DMWBD), which approves and monitors mentor-protégé engagements.

MPP will be implemented on predetermined State contracts. DMWBD, along with State Agencies/Authorities, will assess which projects are suitable for MPP consideration based on industry opportunity, project size, waiver trends, and MWBE growth potential.

Eligibility:

- Protégés must be a New York State Certified Minority or Women-owned Business Enterprise; they must employ at least one person who provides services to clients of the Protégé other than the Mentor; and they cannot subcontract any portion of any work Protégé performs for the Mentor as part of their Mentorship Agreement.
- In addition to the above representations of the Protégé, the Division strongly encourages that the Protégé have a physical presence in the State of New York, with a gross revenue of at least \$100,000 and less than \$3 Million, and has been a participant of the NYS Business Growth Accelerator (BGA).

How to Apply:

- The MPP will be implemented on predetermined State contracts. DMWBD, along with State Agencies/Authorities, will assess which projects are suitable for MPP consideration based on industry opportunity, project size, waiver trends, and MWBE growth potential.
- Any State contract that includes an MPP will have it mentioned within the RFP when it is released for bid. When submitting a bid for any RFP that contains an MPP, the bidder must submit an MPP Agreement.
- After respondents have submitted their proposals and the State Agency/Authority has selected a winning bidder, DMWBD will meet with both the Prime/Mentor and the potential MWBE/Protégé to review their submitted plans. The submitted plan should address the protégé's participation on the underlying State Contract, determine milestones for technical and capacity building during project phases, and confirm reporting requirements listed within the MPP Agreement.

State Section III

New York State Business Development Corporation

The New York State Business Development Corporation is committed to providing women and minorities access to business financing. Through their outreach programs, the corporation participates regularly in business seminars and conferences for minority and women-owned businesses. Staff are available to organizations run by women and minority communities on a daily basis.

If you are a minority or women-owned business and are seeking a loan, I encourage you to contact the New York State Business Development Corporation to obtain financing. New York regional office details are provided below.

Contact Information:

Corporate Office

50 Beaver Street, Suite 600
Albany, NY 12207
Phone: 518-463-2268
Fax: (518) 463 0240

New York City Office

5 Hanover Square, Suite 1003
New York, NY 10004
Phone: 212-785-5642
Fax: (212) 785 5987

Long Island Office

534 Broadhollow Road, Suite 430
Melville, NY 11747
Phone: 516-845-2700
Fax: (516) 845 2705

Binghamton Office

2 Court Street
Binghamton, NY 13901
Phone: 607-584-3397

Buffalo Office

300 International Blvd., Suite 126
Williamsville, NY 14221
Phone: 716-626-3423
Fax: (716) 626 3001

Rochester Office

70 Linden Oaks, 3rd Floor
Rochester, NY 14625
Phone: 585-662-4150
Fax: (585) 662 4151

Syracuse Office

290 Elwood Davis Road
Executive Office Suite 20
Liverpool, NY 13088
Phone: 315-453-8195
Fax: (315) 453 8197

White Plains Office

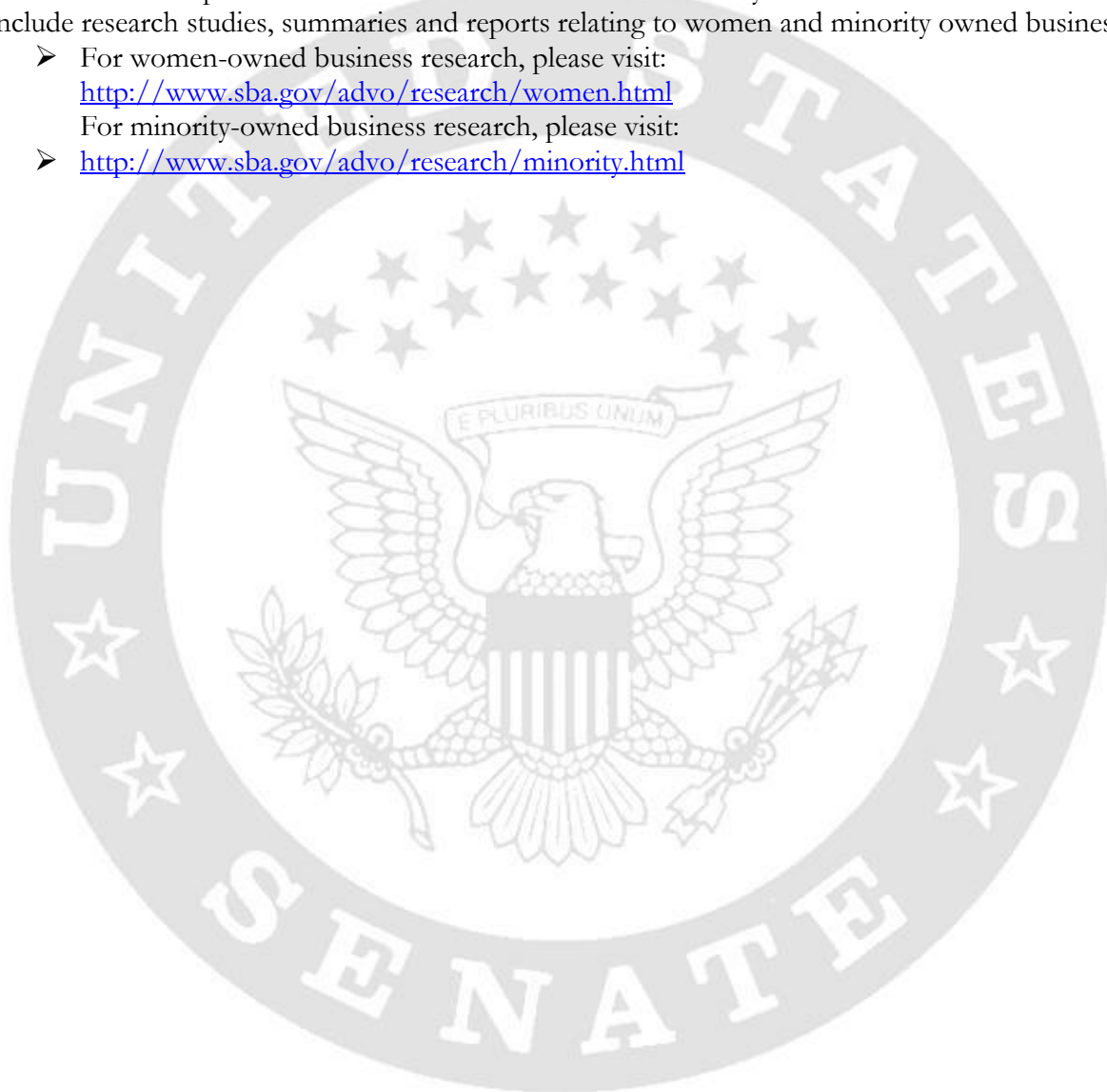
445 Hamilton Street,
White Plains, NY 10601
Phone: 914-358-6404
Fax: (914) 358-6405

Additional Resources

1) Women and Minority-Owned Research Sources

The SBA has compiled an archive of women-owned and minority business research. Sources include research studies, summaries and reports relating to women and minority owned businesses.

- For women-owned business research, please visit:
<http://www.sba.gov/advo/research/women.html>
- For minority-owned business research, please visit:
<http://www.sba.gov/advo/research/minority.html>



Letters of Support from Senator Gillibrand

While Senator Gillibrand does NOT decide which organizations are awarded grants or other federal funding, there are instances in which it is appropriate for the Senator to write a letter of support for an application. If you wish to request a letter of support for your application, you must supply Senator Gillibrand with the following:

1. A description of your organization,
2. Summary of the application,
3. a description of what the money will be used for, and
4. a draft letter of support

Please forward this information by email to grants@gillibrand.senate.gov or by mail to the nearest regional office:

Capital District

Senator Kirsten Gillibrand
Leo W. O'Brien Federal Office Building
11A Clinton Avenue
Room 821
Albany, NY 12207
Tel: (518) 431-0120
Fax: (518) 431-0128

Buffalo/Western New York

Senator Kirsten Gillibrand
Larkin at Exchange
726 Exchange Street, Suite 511
Buffalo, NY 14210
Tel: (716) 854-9725
Fax: (716) 854-9731

Hudson Valley Office

Senator Kirsten Gillibrand
PO Box 893
Mahopac, NY 10541
Tel: (845) 875-4585
Fax: (845) 875-9099

Long Island

Senator Kirsten Gillibrand
155 Pinelawn Road
Suite 250 North
Melville, NY 11747
Tel: (631) 249-2825
Fax: (631) 249-2847

New York City

Senator Kirsten Gillibrand
780 Third Avenue
Suite 2601
New York, New York 10017
Tel: (212) 688-6262
Fax: (212) 688-7444

North Country

Senator Kirsten Gillibrand
PO Box 273
Lowville, NY 13367
Tel: (315) 376-6118
Fax: (315) 376-6118

Rochester Region

Senator Kirsten Gillibrand
Kenneth B. Keating Federal Office Building
100 State Street
Room 4195
Rochester, NY 14614
Tel: (585) 263-6250
Fax: (585) 263-6247

Syracuse/Central New York

Senator Kirsten Gillibrand
James M. Hanley Federal Building
100 South Clinton Street
Room 1470
PO Box 7378
Syracuse, NY 13261
Tel: (315) 448-0470
Fax: (315) 448-0476

Washington D.C.

Senator Kirsten Gillibrand
United States Senate
478 Russell Senate Office Building
Washington, DC 20510
Tel: (202) 224-4451
Fax: (202) 228-0282



Grant Guide Order Form

If you would like to order additional grant guides from our office, please indicate what guides you would like to have and complete the below address information. If you have any questions, please contact us at (212) 688-6262.

Guide

- | | |
|--|--|
| <input type="checkbox"/> Affordable Housing
<input type="checkbox"/> Ag/ Rural Development
<input type="checkbox"/> At Risk Youth / Anti-Gang
<input type="checkbox"/> Broadband
<input type="checkbox"/> Brownfields/Superfund Site Cleanup
<input type="checkbox"/> College Sexual Assault Prevention and Response
<input type="checkbox"/> Exporting and Foreign Direct Investment
<input type="checkbox"/> Faith-Based / Community Initiatives
<input type="checkbox"/> Fire and Emergency Services
<input type="checkbox"/> Food Hubs and Food Systems
<input type="checkbox"/> General Grants
<input type="checkbox"/> Green Energy and Clean Technology
<input type="checkbox"/> Higher Education | <input type="checkbox"/> Historic Preservation/ Arts/Culture/Tourism
<input type="checkbox"/> Home Heating and Weatherization
<input type="checkbox"/> Homeland Security
<input type="checkbox"/> Innovation and Cluster Based Economic Development
<input type="checkbox"/> K-12 Education and Libraries
<input type="checkbox"/> Lead Paint Remediation
<input type="checkbox"/> Minority and Women Owned Business
<input type="checkbox"/> Obesity Prevention / Nutritious Foods
<input type="checkbox"/> Senior Services
<input type="checkbox"/> Small Business
<input type="checkbox"/> Social Services /Community Groups
<input type="checkbox"/> Veterans Services
<input type="checkbox"/> Water and Wastewater Funding |
|--|--|

Mail to: **Senator Kirsten Gillibrand, 780 Third Ave, 26th Floor, New York, New York 10017**

Name: _____

Title: _____

Organization: _____

Address: _____

City, State, ZIP: _____

Casework Form

If you have encountered a problem involving a federal government agency or federally subsidized benefit that you have not been able to successfully resolve, Senator Kirsten Gillibrand's staff of constituent liaisons may be able to assist you in the following areas:

Employment Issues: including assistance with disability benefits, employer-provided health care plans and COBRA, Family Medical Leave Act (FMLA) benefits, pensions, unemployment benefits, Federal and State Workers Compensation claims, and retirement-related issues.

Consumer Affairs: including assistance obtaining a home loan modification under the Making Home Affordable Program, insurance claims, dissatisfaction with consumer products or services, environmental regulations, and concerns regarding air quality, water or land contamination.

Immigration Issues: including issues with visitor visas, family and employment based visas, lawful permanent resident status, naturalization, international adoptions, detention, passports, customs and border issues, and assistance to American Citizens in crisis abroad.

Veteran Issues: including issues with VA pension and disability benefits, education benefits, veteran burial or funeral issues, and issues regarding the VA medical centers.

IRS Issues: including connecting constituents with the Taxpayer Advocate Service to address federal tax issues including lost or delayed tax refunds, penalty abatements, payment installation plans, tax credits, referrals to IRS Low Income Tax Clinics and paper tax forms.

Military Issues: including issues pertaining to the Department of Defense, Army, Navy, Marine Corps, Air Force, Coast Guard, Reserves and New York State National Guard, as well as obtaining military records, medals and academy nominations.

Health Care Issues: including issues with Medicare and Medicaid, health insurance, insurance providers, nursing homes, hospitals, prescription drugs, and 9/11 health matters.

Social Security: including issues with Supplemental Security Income, Social Security Disability, survivors' benefits, and retirement benefits.

Social Services: including issues with food stamps, HEAP (low-income heating program), FEMA and disaster relief, and issues related to federally subsidized housing.

Please visit the "Services" section of www.gillibrand.senate.gov or call (212) 688-6262 for further information. Please note that if you are seeking assistance with a case that involves a lawsuit or litigation, Senate Rules prohibit the Office of Senator Gillibrand from giving legal advice or intervening in the proceeding